

EXHIBIT A
Timely Texts: 24/7
Statement of Work

Background

Stormont-Vail HealthCare, a not-for-profit, integrated health care system serving 14-counties in northeast Kansas, is nationally recognized as a leader in the use of health related electronic technology. To better serve the patients in the health center and 15 clinics, Stormont-Vail has successfully implemented electronic scheduling, paperless charting and online documentation systems. Corporate leaders understand the need for technology and the value it provides in improved patient care, efficiency and finances. To be recognized as a valued contributor on this technologically advanced healthcare team, Stauffer Health Sciences Library must be perceived as able to support users from any location, 24 hours a day, seven days a week. The library intranet page is available to serve as the vehicle to take the library outside its traditional walls.

Current library intranet resources include databases such as PubMed, MedlinePlus, Cochrane, CINAHL and ProQuest Nursing Journals. Other links have been made to free dictionaries, directories and health-related web sites. Medical and nursing staff members have expressed a strong interest in access to online decision tools and online textbooks. The purpose of this technology project is to add online textbooks to meet these requests. Due to the current budget situation, the library will be unable to add these items until the 2005/2006 budget cycle at the earliest. The opportunity to provide online resources in a timelier manner would meet the patron's need, create possible financial savings, enhance the library's technology image, as well as provide a strategy to evaluate the online products and their impact. Much of the groundwork for marketing and implementation is already in place. The online textbooks technology project will allow the library to provide resources to make a quick and powerful impact in the organization, enhancing the library's image as a team player and health information leader.

Objectives

To accomplish the goal of providing online textbook access, the following objectives are key:

- Use subcontract monies to purchase online textbooks
- Select and purchase materials that best meet the needs of medical and nursing staff
- Promote new online resources
- Determine usage and effectiveness of online textbooks and promotion strategies
- Achieve recognition and support from administration

Activities

The library director will determine and make the initial purchases from Stat!Ref with input from medical staff, clinic and other nursing staff, as well as library staff.

Working with the Stat!Ref salesperson, efforts will be made to locate and purchase textbooks that have been requested by Stormont-Vail HealthCare staff.

The library director will work with marketing personnel to redesign the library web page to enhance the look and focus attention to the various tools and resources.

Marketing personnel will create the links to online textbooks, testing them to make sure they are working properly.

Online textbooks will be entered in the library OPAC to ensure access via the library card catalog.

The library director will promote the new resources and funding source at leadership council meetings. The library director will also incorporate information related to the new resources in physician and new employee orientation.

The library director will write informational pieces for the various corporate communication newsletters: Vital Connections, Share the Care, Clinic News and MSD News.

The library director will work with a marketing rep to design flyers to be placed by time clocks and in the physician and staff lounges. Tent cards for tables in the cafeteria will also be created.

An FIP (Financial Improvement Plan) will be completed and submitted to administration to illustrate the resulting revenue and/or cost savings when the library purchases and makes available online textbooks.

The online textbook technology project and results will be shared with:

- The Dean of the Baker University School of Nursing
- SVHC Web Committee
- Stormont-Vail management staff at weekly leadership meetings (QLC)
- All employees via the corporate newsletters
- Health science library colleagues in a poster or paper presentation
- Publish results in Plains to Peak Post

Timeline

October – December 2004 Select and purchase materials that best meet the needs of medical and nursing staff.

January – June 2005 Promote new online resources.

June 2005 Determine usage and effectiveness of online textbooks and promotion strategies. Will request monthly usage statistics.

December 2005

Determine usage and effectiveness of online textbooks and promotion strategies.

April 2006

Achieve recognition and support from administration.

Evaluation

The library director will interview various medical staff, hospital and clinic staff for feedback regarding their awareness, use and suggestions regarding online textbooks.

Monthly usage statistics will be requested from Stat!Ref for review. These will include the number of turnaways because of one concurrent license purchase.

Approval for sending out an “Everyone” survey via SVHC email system will be sought.

The online textbook technology project will be a success if:

- Library intranet usage increases.
- Medical, clinic and hospital staff indicate use of library online textbooks to make decisions involving patient care.
- Library receives recognition from administration or members of the management team for providing services while remaining budget neutral or decreasing expenses.

Deliverables

Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:

- Quarterly reports are to be filed online at:
<http://nmlm.gov/projects/submitter.html?code=mcrquarterreport> Reports are due 15 days after the close of the quarter.
- Reports will be due:
 - January 15, 2005
 - April 15, 2005
 - July 15, 2005
 - October 15, 2005
 - January 15, 2006Last quarter and Final Report due: May 30, 2006
- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.

- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.
- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or *ClinicalTrials.gov* by institutions participating in the project.
- Information on training materials developed under this contract should be submitted to the [National Training Center and Clearinghouse](http://nnlm.gov/train/suggest.html) (NTCC) (<http://nnlm.gov/train/suggest.html>).

EXHIBIT B
Timely Texts: 24/7
Budget

Organization: Stormont-Vail HealthCare
Stauffer Health Sciences Library
1500 SW 10th Street
Topeka, KS 66604

Date Submitted: July 30, 2004

Period Covered: October 1, 2004 – April 30, 2006

EXPENDITURE CATEGORY	AMOUNT
PROFESSIONAL PERSONNEL	
Library Director	\$10,300*
SUPPORT PERSONNEL	
Marketing Communication Coordinators (2)	\$ 360*
Library Cataloger	\$ 310*
FRINGE BENEFITS	
18%	\$ 1,975*
TRAVEL	
1 trip to each clinic location \$.375 per miles 589 miles	\$ 220*
REPRODUCTION	
1000 – 2 color promotional items	\$ 500*
Stat Ref Online Collection (1 Concurrent User)	\$ 4,940
Annual Software Fee	\$ 60
TOTAL DIRECT COST	\$18,665
Stormont-Vail Total	\$13,665*
NN/LM MidContinental Region Subcontract Total	\$ 5,000
TOTAL	\$18,665

*Stormont-Vail HealthCare will cover this expense.

NOTE: The above categories are examples only and are not meant to be all-inclusive.

EXHIBIT C
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Publishing

Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”